

# INFORMATION ABOUT LICENSING

## LOCKSMITH COMPANY

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This packet contains information about obtaining a Locksmith Company license, descriptions of required qualifications, and license application forms. It is the policy of the Bureau of Security and Investigative Services (Bureau) to provide equal licensing opportunities for all persons without regard to race, color, religion, sex, national origin, disability, age, creed, marital status or sexual orientation.

The Bureau licenses and regulates Locksmiths in California under the provisions of the:

- California Business and Professions Code 6980-6980.84
- California Code of Regulations (formerly California Administrative Code)  
Title 16, Division 7

No person may engage in the business of a Locksmith in California without obtaining the proper license from this Bureau. Any person who operates without a license, unless exempted, or who represents himself or herself to be licensed and is not licensed, is guilty of a misdemeanor, which is punishable by a fine and/or imprisonment. Licensing laws and regulations are subject to change. Applicants are responsible for staying informed of legislative or regulatory changes which may affect the status of their application. If any such changes affect the status of an application after it has been filed with the Bureau, the applicant will be notified.

### **GENERAL QUALIFICATIONS FOR LICENSURE**

Each person listed on the application (owner, partner, corporate officer, person to be in active charge) is required to meet certain general qualifications regarding fitness for licensure.

The person who will be in active charge of the business for a Locksmith Company is referred to as the person in active charge. Each company license must have one person designated for this duty. The person in active charge may be an owner, partner, or corporate officer.

### **DENIAL OF LICENSURE**

A criminal history check is made on all applicants through the completion of a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) Live Scan. The director may deny a license if any person listed on the application as owner, partner, corporate officer or person in active charge have done any of the following:

- Been convicted of a crime. Any conviction of any crime or plea of nolo contendere, even if the conviction was dismissed under Penal Code section 1203.4, must be disclosed on the application.
- Committed any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or herself, or injure another.
- Committed any act which, if done by a licensee of the business or profession in question, would be grounds for suspension or revocation of the license.
- Knowingly made a false statement of fact required to be revealed on the license application.
- Had a license which is under suspension.
- Been refused a license or had a license revoked, or been an officer, partner or manager of any business that has been refused a license or had a license revoked by the Bureau.

- While unlicensed, committed, or aided and abetted the commission of, any act for which said license is required.

If a denial of licensure is based on a previous criminal act by the applicant, the crime or act must be substantially related to the qualifications, functions or duties of the business or profession for which the application is made.

### **APPLICATION PROCESSING TIMEFRAME**

**The following items may affect the time required to issue a license:** incomplete application forms; incorrect or nonpayment of fees; the DOJ and FBI's response time on criminal history checks; and the time required to verify application information.

**All applications are processed on a first-come, first-serve basis. Please allow a minimum of four weeks before contacting the Bureau regarding the status of an application.**

### **FORMS REQUIRED FOR LICENSE APPLICATION**

The following is a description of each type of form that must be included with the application. All required forms must be completed and submitted to the Bureau with the appropriate fees before the application will be processed. If "fee required" appears by the form number, see the attached Locksmith Company Schedule of Fees for the amount. The attached Locksmith Company Application Forms Checklist on page 6 also lists the forms required for a Locksmith Company license. Please check the completed application package against this list before submitting it to the Bureau.

#### **Application for License (Form 31E-4) (fee required)**

A separate Locksmith Company application must be filed for each entity applying for a license. For example, if an applicant wants to have a Locksmith Company sole ownership in addition to having a partnership with someone else, the applicant must file two separate Locksmith Company applications.

Licenses are not transferable or assignable to new entities, and a change in ownership constitutes a new entity, with a newly assigned Locksmith Company license number. If the type of ownership/entity changes after filing an application or after becoming licensed, the applicant must submit a new application with the appropriate fees. For example, if a licensed sole owner later decides to form a partnership or corporation, the sole owner licensee must apply for a new license for the partnership or corporation.

**Business address:** A post office box or mailbox service may not be used as the address of record unless mail delivery to the physical location of the business is not possible or the principal place of business is located in your personal residence. If a post office box or mailbox service is listed as the address of record, the applicant must include an explanation for doing so with the application and provide the physical location/address of the business with the explanation.

#### **Personal Identification Form (Form 31E-9) (no fee required)**

Each person listed on the Locksmith Company Application for License as an owner, partner, corporate officer and/or person to be in active charge of the business must complete one of these forms and submit two passport quality photographs, taken within the past year. Any person who knowingly falsifies photographs required for licensure is guilty of a felony.

If the applicant has ever been convicted of a crime, it must be disclosed on this form along with an explanation of the circumstances. A conviction dismissed under Penal Code section 1203.4 or a plea of nolo contendere must be disclosed.

**Request for Authorization of Business Name (Form 31E-12) (no fee required)**

Business may not be conducted under a fictitious or other business name unless written authorization is received from this Bureau.

The Bureau recommends that an applicant wait until the issuance of a Locksmith Company license before incurring expenses related to the use of the name, e.g., stationery, business cards, advertising, telephone listings, etc. for the Locksmith Company. **Approval of a corporate name by the Secretary of State does not mean the name will be automatically approved as a business name by the Bureau.**

The Request for Authorization of Business Name form will not be processed before receipt of an application and fees. List business names to be considered in order of preference. Name approval or disapproval is not available by telephone. Applicants will be notified of name approval or disapproval after review and acceptance of the application.

**Branch Office Registration Application (Form 31A-11) (fee required)**

This form is required only if the applicant intends to conduct business from a location other than the principal place of business. A separate form is required for each branch location. If the applicant intends to have branch offices, the Locksmith Company Branch Office Registration form should be completed and submitted to the Bureau. It can be downloaded from the Bureau's website at <http://www.bsis.ca.gov>.

**Fingerprint Cards are Rarely Acceptable**

**CALIFORNIA RESIDENTS:** Effective July 1, 2005, DOJ, with rare exceptions, will only accept electronically submitted (Live Scan) fingerprints for criminal background checks related to employment, licensing, certification, etc.

Applicants who do not have reasonable access to Live Scan or have a justifiable reason to submit their fingerprints on a fingerprint card may apply for an exemption. Submit a "Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement" form with your application and fingerprint card. This form is available at <http://ag.ca.gov/publications/bcii9004.pdf>.

To ensure timely processing of applications, as of June 1, 2005, the Bureau will accept fingerprint cards from California applicants only if they qualify for the exemption mentioned above.

**NON-RESIDENTS:** Out-of-state applicants will be deemed to lack reasonable access to Live Scan. Accordingly, hard fingerprint cards for such individuals will not be subject to the limitations described above.

**Live Scan Sites and Forms**

Live Scan is a system for the electronic submission of fingerprints and the subsequent automated background checks and responses. Simply go to the nearest Live Scan station to have your fingerprints submitted to the DOJ and FBI. Pay the Live Scan Operator the \$32.00 DOJ fingerprint processing fee and the \$17.00 FBI fingerprint processing fee. Additional rolling fees may apply. You may visit the Bureau's web site at <http://www.bsis.ca.gov> to link to the Live Scan sites and/or Live Scan form.

**Disclaimer:** Please request the Live Scan operator to include your social security number when keying your information in order to aid the Bureau in processing your application.

## **REQUIRED FOR LICENSE APPLICATION**

### **Corporate Applicants Only**

If a corporate application is filed and Articles of Incorporation or the Statement and Designation as a Foreign Corporation are already filed with the California Secretary of State, a copy of the **endorsed** articles should accompany the application. Endorsed Articles of Incorporation or the Statement and Designation as a Foreign Corporation are required before a corporate license is issued.

## **ABANDONMENT OF APPLICATIONS**

If an applicant does not complete the license application process within one year after the application is filed with the Bureau, the application will be considered abandoned. Once an application is considered abandoned, the applicant will be required to submit a new Live Scan form, a new application, and appropriate fees.

## **FINAL STEPS IN THE LICENSING PROCESS**

When all requirements are met for licensing, including the requirements for the person to be in active charge of the Locksmith Company, the applicant will be notified to send the following items:

- License fee, if not already paid (see Locksmith Company Schedule of Fees).
- Any additional information needed to complete the application.
- **For applicants who applied as a corporation:** Articles of Incorporation or Statement and Designation as a Foreign Corporation from the California Secretary of State, if not already submitted.

## **LICENSE RENEWAL**

After a license is issued, it is subject to renewal as prescribed by law. The expiration date is shown on the license. If the licensee does not renew the license on time, delinquent penalties and reinstatement timeframes apply as prescribed by law. The Bureau will send an application for renewal before the license expiration date; however, it is the licensee's responsibility to renew his or her Locksmith Company license on time.

## **ANY QUESTIONS?**

If you have questions regarding the Locksmith Company licensing process or about completion of your application you may contact the Bureau at:

Bureau of Security and Investigative Services  
P.O. Box 989002  
West Sacramento, CA 95798-9002  
(800) 952-5210  
(916) 322-4000

**Although every effort has been made to assure the accuracy of this information packet, it does not have the force and effect of law, rule or regulation. Should any difference or error occur, the law will take precedence.**

## LOCKSMITH COMPANY APPLICATION FORMS CHECKLIST

This form is for your use only. Please do not submit it to the Bureau with your application. Your application package must include each form listed below, along with the correct fees.

### **APPLICATION AND FINGERPRINT PROCESSING FEES ARE NON-REFUNDABLE.**

Check off each form that you have completed. If there is a fee requirement, find the amount on the Locksmith Company Schedule of Fees and write it on the checklist. When all forms are checked off, submit your application package and appropriate fees to the Bureau. Make checks payable to the Bureau of Security and Investigative Services.

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- |  |                              |
|--|------------------------------|
| <input type="checkbox"/> Application for License (Form 31E-4)  | Application Processing Fee:  |
| <input type="checkbox"/> Personal Identification Form (Form 31E-9)<br>One form and two passport quality photographs, taken within the past year, for <u>each</u> owner, partner, corporate officer and manager.              | <u>\$ 30.00</u>              |
| <input type="checkbox"/> Second copy of the Live Scan form signed by the Live Scan operator, for <u>each</u> owner, partner, corporate officer and qualified manager.  | License Fee: <u>\$ 45.00</u> |
| <input type="checkbox"/> Request for Authorization of Business Name (Form 31E-12)  |                              |
| <input type="checkbox"/> Copy of Fictitious Name Statement filed with the county clerk.  |                              |
| <input type="checkbox"/> <b>Corporation Applicants Only:</b> endorsed Articles of Incorporation<br>or the Statement and Designation by a Foreign Corporation <i>if already filed</i> with the California Secretary of State. |                              |



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LOCKSMITH COMPANY  
APPLICATION FOR LICENSEIf you are a Veteran of the United States military, please check here. ☐

This information is requested pursuant to California Business and Professions Code section 6980.14 and will be used to determine eligibility for licensure. All information is necessary and if not provided, the application may be rejected. You must submit the licensing fee(s) with your application package. Failure to do so may delay the processing of your application.

**Please note that the application processing fee and/or license fees are non-refundable.**

## Department Use Only

Prefix \_\_\_\_\_

No. \_\_\_\_\_

Iss. \_\_\_\_\_

Exp. \_\_\_\_\_

PLEASE TYPE OR PRINT CLEARLY.

1. Proposed Business Name \_\_\_\_\_

2. Business Address – Number and Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

3. Person in Active Charge Full Name \_\_\_\_\_

4. Telephone – Business \_\_\_\_\_

Residence \_\_\_\_\_

( ) \_\_\_\_\_

( ) \_\_\_\_\_

5. Type of Business Organization



Individual



Partnership



Corporation

/ / / - / / - / / / /

/ / / - / / - / / / /

/ / / - / / - / / / /

Social Security No. (Individual Ownership Only)

FEIN (Partnership Ownership Only)

Corporate Number (Corporation Only)

List the name of each owner, partner, or corporate officer of the business and identify their position. For corporations list chief executive officer, secretary, chief financial officer, and any other corporate officer who will be active in the business. If additional space is needed, attach a separate sheet.

Name – Last \_\_\_\_\_

First \_\_\_\_\_

Middle \_\_\_\_\_

Position \_\_\_\_\_

Telephone \_\_\_\_\_

( ) \_\_\_\_\_

( ) \_\_\_\_\_

( ) \_\_\_\_\_

Each person listed in items 3 and 5 must complete and submit a Locksmith Company Personal Identification Form (Form 31E-9), even though the person may have previously submitted this information in connection with another license.

6. Are you a Veteran of the United States military? ☐ YES ☐ NOIf yes, were you honorably discharged? ☐ YES ☐ NO

**Please include a copy of your DD-214 form as proof of your qualifying experience.**

I/We declare under penalty of perjury, under the laws of the State of California, that all information contained on this Application for License and any accompanying documents is true and correct, with full knowledge that all statements made in this form are subject to investigation and that ANY FALSE OR DISHONEST ANSWER TO ANY QUESTION MAY BE GROUNDS FOR DENIAL OR SUBSEQUENT REVOCATION OF LICENSE.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

SIGNATURES REQUIRED: Individuals whose names appear in item 3 and 6. Per California Civil Code, section 1798 (Information Practices Act), the chief of the Bureau is responsible for maintaining the information in this application. This information may be transferred to other governmental and enforcement agencies. Individuals have the right to review the records maintained on them by the agencies, unless the records are exempt by California Civil Code section 1798.40. 31E-4 (Rev. 03/2013)

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www.bsis.ca.gov

**PERSONAL IDENTIFICATION FORM  
LOCKSMITH COMPANY PRINCIPALS & CORPORATE OFFICERS**

Each person listed on the Locksmith Company Application for License (Form 31E-4) as an owner, partner, corporate officer, and person to be in active charge of the business must complete and submit this form. This form is also to be completed for any change in corporate officer or person to be in active charge of the Locksmith Company after the license is issued. A corporate officer includes the chief executive officer, secretary, chief financial officer and any other officer who will be active in the business.

This form must be accompanied by a Live Scan form signed by the Live Scan operator, and two passport quality photographs, taken within the past year.

Disclosure of your social security number is mandatory. California Business and Professions Code section 30 Public Law 94-455 [42 USCA 405(c)(2)(C)] authorizes collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with Family Code section 17520, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

This information is requested pursuant to California Business and Professions Code sections 480, 6980.18, 6980.19, 6980.20, and 6980.21 and Labor Code section 432.7 and will be used to determine eligibility for licensure. All information is necessary, and if not provided, the application may be rejected.

PLEASE TYPE OR PRINT CLEARLY.

1. This application is for a: <input type="checkbox"/> Locksmith Company		2. A change in an existing license: <input type="checkbox"/> Corporate Officer <input type="checkbox"/> Person in active charge <input type="checkbox"/> Other _____		3. Name of Person in Active Charge (Please Print) _____	
4. Business Name				5. License Number (if licensed)	
6. Full Name                      Last                                      First                                      Middle				7. Social Security Number (Mandatory)	
8. Residence Address – Number and Street                                      City                                      State                                      Zip Code					
9. Telephone Number Residence (      )                                      Business (      )		10. E-mail Address		11. Date of Birth (Mo/Day/Yr)	
12. YOUR POSITION WITH BUSINESS: (Check all that apply) <input type="checkbox"/> OWNER <input type="checkbox"/> PERSON IN ACTIVE CHARGE <input type="checkbox"/> PARTNER <input type="checkbox"/> OFFICER                      OFFICE HELD _____					
13. Have you ever applied for or received a license or registration from the Department of Consumer Affairs, the Department of Professional and Vocational Standards, Bureau of Private Investigators and Adjusters, the Collection Agency Licensing Bureau, the Bureau of Collection and Investigative Services, or the Bureau of Security and Investigative Services?				YES <input type="checkbox"/> NO <input type="checkbox"/>	
14. Have you or any partnership or corporation of which you were a member or officer had any license denied, suspended or revoked by any state, territory, or governmental agency?				YES <input type="checkbox"/> NO <input type="checkbox"/>	
15. Have you ever been convicted of any crime, or entered a plea of nolo contendere? This includes all offenses, misdemeanors, and felonies in any state, federal jurisdiction, and foreign country, including convictions entered after a plea of nolo contendere (no contest). Convictions dismissed under Penal Code section 1203.4 MUST also be disclosed. However, you need not disclose crimes excluded by the provisions of Penal Code section 19.8.				YES <input type="checkbox"/> NO <input type="checkbox"/>	
16. Have you ever used a name other than your present legal name?				YES <input type="checkbox"/> NO <input type="checkbox"/>	

IMPORTANT: If you answered "YES" to any of the preceding questions, attach a supplementary statement giving a complete and detailed explanation, including dates, names used, license numbers, reasons, convictions, etc.

ATTENTION – READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS FORM

I declare under penalty of perjury, under the laws of the State of California, that all information contained on this Personal Identification Form and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Per California Civil Code section 1798.17 (Information Practices Act), the chief of the Bureau is responsible for maintaining the information in this application. This information may be transferred to other governmental and enforcement agencies. Individuals have the right to review the records maintained on them by the agencies, unless the records are exempt by California Civil Code section 1798.40.

**Attach two passport  
quality photographs, taken  
within the past year**

**DEPARTMENT USE ONLY**

EXP \_\_\_\_\_

FP 1 \_\_\_\_\_

FP 2 \_\_\_\_\_

31E-9 (Rev. 03/2013)





## BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

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www.bsis.ca.gov



## LOCKSMITH COMPANY REQUEST FOR AUTHORIZATION OF BUSINESS NAME

Any name under which you intend to do business, including your own name, must be submitted to the Bureau for approval pursuant to California Business and Professions Code section 6980.17. A Request for Authorization of Business Name form will not be accepted prior to application for license. Business may not be conducted under a fictitious or other business name unless written authorization is received from the Bureau. Any advertisement must contain the **exact** business name as approved by the Bureau. Any advertisement must contain the **exact** business name as approved by the Bureau.

**Locksmith Company:** Business and Professions Code section 6980.17(c) states:

No license shall be issued in any fictitious name that may be confused with, or that is similar to any federal, state, county, or municipal governmental function or agency, or to any law enforcement agency, or in any name that may tend to describe any business function or enterprise not actually engaged in by the applicant. Business and Professions Code section 6980.17(d) states: No license shall be issued in any fictitious name that is misleading or would constitute false advertising.

\* The Bureau must maintain a physical address of record on file at all times. If mail delivery to the physical location of the business is not possible, please list a mailing address in addition to the physical business address. If you are operating out of your residence and wish to keep your physical address confidential from public record, please submit a written request and attach it with this form.

1. Name of Person in Active Charge

2. \*Physical Business Address – Number and Street

City

State

Zip Code

3. \*Mailing Address (If applicable)

City

State

Zip Code

4. Telephone Number

Residence ( )

Business ( )

5. List proposed business names in the order of preference. At least three choices should be provided if a fictitious name is requested; however, five choices are preferable. If the first name listed is approved, additional names will not be considered. Other criteria for name approval:

- If initials are to be used as part of the name, you must explain what they stand for.
- The use of the following words will not be approved for an individual or partnership license: Corporation, Corp., Incorporated, Inc.
- The following words or initials will not be approved as part of a fictitious or business name: U.S., United States, Federal, State, Bureau, Police, Task Force, Community, County.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

### Department Use Only

Approved

Disapproved


### 6. CERTIFICATION:

If type of license is individual, the owner must sign.

If type of license is a partnership, all partners must sign.

If type of license is a corporation, a responsible corporate officer must sign.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



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**INFORMATION COLLECTION, ACCESS AND DISCLOSURE**

The information you provide on this application is maintained by the Chief of the Bureau of Security and Investigative Services, Department of Consumer Affairs, 2420 Del Paso Road., Suite 270, Sacramento, CA 95834, (916) 322-4000. The information is requested pursuant to California Business and Professions Code Division 3, Chapters 8.5, sections 6980 – 6980.84, and California Labor Code section 432.7; and/or Title 16, California Code of Regulation section 606.

It is mandatory that you provide all information requested. Omission of any item of required information will result in the application being rejected as incomplete.

Disclosure of your social security number is mandatory. California Business and Professions Code section 30 and Public Law 94-455[42 USCA §405(c)(2)(C)] authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with Family Code section 17520, or for verification of licensure or examination status by a licensing or examination entity which uses a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100.00 penalty against you.

Your completed application becomes the property of the Bureau and will be used by authorized personnel to determine your eligibility for a license, registration or permit. Information on your application may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Gov. Code section 6250 et seq.) and the Information Practices Act (Civil Code section 1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the department unless otherwise specifically exempt from disclosure under the law. **Consequently, the personal name and address information entered on the attached form(s) may become public information subject to disclosure.**

You have the right to review the records maintained on you by the Bureau or department unless the records are exempt by California Civil Code section 1798.40. You may gain access to the information by contacting the Bureau at the above address.

The Unruh Civil Rights Act and other state laws contain prohibitions against gender-based pricing practices. Prices must be based on factors such as the difficulty of treatment or service, and not on the gender of the customer. Violators of these laws may be required to pay damages of a minimum of \$1,000.00 for each violation as specified in California Civil Code section 52. [Statutes 1994, chapter 535 (SB 1288)].



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**LOCKSMITH COMPANY SCHEDULE OF FEES**

Fingerprint processing fees are set by the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).

**APPLICATION AND FINGERPRINT PROCESSING FEES ARE NON-REFUNDABLE**

<b><u>LOCKSMITH COMPANY</u></b>	
Application Processing Fee	\$30
License Fee	\$45
DOJ Fingerprint Processing Fee (\$32.00 paid at Live Scan site)	
FBI Fingerprint Processing Fee (\$17.00 paid at Live Scan site)	
<b>TOTAL</b>	<b>\$75</b>
Renewal Fee (Fee payable every two years)	\$45
Additional Delinquent Fee (postmarked after expiration date)	\$22.50
<b><u>LOCKSMITH COMPANY BRANCH OFFICE</u></b>	
Branch Office Fee	\$35
Renewal Fee	\$35
Additional Delinquent Fee (postmarked after expiration date)	\$17.50

Rev. 03/2013